



Health Care Worker Division of Emergency Preparedness and Response Injury Prevention Program

Job Description:

The Georgia Department of Community Health, Division of Emergency Preparedness and Response, is seeking qualified candidates for the position of Health Care Worker position in the Injury Prevention Program.

The selected candidate will be responsible for developing and implementing injury prevention programming related to the Child Occupant Safety Program. Duties include meeting deliverables for program specific to the GOHS grant; providing statewide technical assistance and support to professional organizations, systems and program partners; identifying, coordinating, and implementing educational and training programs related to child occupant safety; reporting on the status of project objectives; responsible for collecting and accurately entering monthly reports into database; obtains bids for needed goods and services according to applicable policies and procedures; establishes and maintains a database to maintain records of materials purchased, ensure payment of purchases and receipt of material; maintains a financial notebook with supporting documentation for GOHS monthly reports including financial statements, purchase orders, UPS invoices and staff travel expense statements; administering contracts for services; and communicating and collaborating with state, federal, and community organizations to promote optimal implementation of child occupant safety programming.

The candidate will maintain professional knowledge of current trends, developments, and guideline changes in the field of child occupant safety by participating and becoming nationally certified as a Child Passenger Safety Technician and review related literature, and other print and media resources. The candidate will also attend and participate in related seminars, conferences, and trainings.

Qualifications

Completion of a certificate from a vocational/technical school in clerical/secretarial support or a related area
OR

Completion of 90 quarter hours (60 semester hours) of business school or college
OR

Eighteen months of experience in performing general office work which includes duties such as secretarial, clerical, automated communication equipment usage (Microsoft Word, Excel, PowerPoint, Adobe, People Soft, etc.), accounting clerical and/or business management.

Preferred Qualifications

Experience in Injury Prevention

Experience or nationally certified as a Child Passenger Safety Technician

Experience with program development and assessment

Benefits

This is hourly paid work performing health care assistance services. Positions in this job are established for less than 9 months or are scheduled for less than 30 hours per week and are not eligible for benefits

Area Information

This position is located in downtown [Atlanta](#).

A sprawling metropolis of over four million people today, metro [Atlanta](#) has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

We're located across from [Underground Atlanta](#). Parking is nearby as well as direct access to [MARTA's](#) rail and bus system.

Come to [Georgia's](#) capital city and experience first-hand our historic charm and hospitality.

Applying for this job

Please email your cover letter and resume in **Microsoft Word** format to: willis@dhrrjobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:
[Health Care Worker 159937](#)

Candidates for this position may be subject to employment drug testing and criminal background check.

This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.